



# 88<sup>TH</sup> PUTNAM COUNTY AGRICULTURAL FAIR JULY 31-AUG. 9, 2014

## Agenda

**Board Meeting, June 5, 2014**

**Committees will meet at 5:30p – Board will meet at 6:00p**

**Prayer**

**1) Roll Call – Jane**

**2) Approval of Agenda and Minutes of Last Meeting**

**3) Approval of Financial Report, Bills to be Paid, Checks and Contracts to be signed**

***Comments from Guests if they have issues to raise...***

***The Primary Focus of this Board meeting will be to sort, assemble and divide up the marketing materials for distribution – Tim and Jerry***

**3) Old Business --**

**a) Walkie Talkies – see enclosed estimate of cost.**

**b) Update on fairgrounds work -- Glenn Jones**

**4) New Business**

**a) Approve Guidelines for Junior Fair Board – Brenda  
Guidelines enclosed.**

**b) Equipment needs at the fair/gators/water truck/tractor**

**c) Fundraising Update – Final list that went to the printer.  
Copies provided.**

**d) Report on Planning**

**Volunteers – Patsy**

**Junior Fair Board – Brenda**

**Fairest of the Fair – Gina – Is Everything ready?**

**Entries – Kaye**

**Sponsorship – Wes, Cathy, Carl and Tim – How much have we raised?**

**Public Relations and Marketing – David**

**Operations – Kim**

**Events – Cathy**

**Commercial and Educational Events – Patsy**

**e) Plans for Ribbon Cutting: Committee: David/Cathy/John L.  
Luncheon with County Commissioners –  
Food/Ice/Drinks/Desserts: Kay/Jane;  
Decorations: Brenda/Gina/Barbara;  
Tables and Chairs Set-Up: Carl/Jerry;  
Nametags/Registration: Patsy/Kim; Photographs:  
Barbara;**

*Greeters: Tim, Carl, Jerry and Wes; Shall we do it in the Expo Center?*

- f) Review "What's New at the Putnam County Fair." -- Copies provided.*
- g) Complete questionnaires on fair committee assignments  
What about having a Nomination Committee for new Officers?*
- h) Set dates for meeting at the fairgrounds to clean up and get ready for the fair – Carl and Kay*

***Future Board Meeting Dates are:***

***Thursday, July 10***—critical that every board member be present for fair work assignments.

*The Primary Focus of this board meeting will be to walk thru the schedule for the ten days and volunteer for work assignments and discuss last minutes issues.*

*Finalize Committee Assignments for 2015*

***Thursday, July 31, 2014 at the Fairgrounds***

***9:00a Cultural Arts Building Set Up for***

***11:30a -- Ribbon Cutting and 12:00 Noon -- Lunch with County Commissioners***

***Thursday, September 4 – Evaluation Meeting – everyone bring summary of what was good, what needs to be better and what you want to see changed for next year's fair.***

*Brenda bring summary of evaluation forms from Junior Fair Board.  
Are all bills paid for the 88<sup>th</sup> Fair?*

***Thursday, October 2, 2014***

*Election of Officers, and Committee Assignment finalized; Committee meetings.*

*501C3 Status IN PLACE*

*Review our By-Laws*

*New Board Members*

*Discuss ten day schedule based on Evaluation Summary from this year's fair.*

***Thursday, November 6, 2014***

*Finalize the ten day schedule **together** for the 89<sup>th</sup> Putnam County Fair*

***Thursday, December 4, 2014***

*Confirm via board vote what the ten day schedule will be*

*Plans for the Tennessee Association of Fairs Meeting in Nashville*

*Finalize First Draft of the ten day schedule for 89<sup>th</sup> Fair.*